

Students Self-Service Manual

*Prepared by:
Banner Team*

Dear Student,

Qatar University is in the process of implementing a new student information system; Banner. The old student information system NAMAT, for those of you who have used it, is being phased out this spring and replaced by Banner. Students, faculty members, advisors and college staff will gain access to information in Banner through MYQU; the new university portal. They will be using both MYQU and Self Service Banner (SSB) to perform regular tasks.

This manual is aimed to guide you in using Student Self-Service Banner which will be used on spring 2008. It introduces the registration activities, which include:

- Login to the system
- Viewing the schedule or searching for classes
- Registering in classes
- Checking your Registration Status

Please consider the following:

1. Prepare your schedule before you start registration. This will help you complete your registration easily. You can use the registration worksheet as illustrated in page 18, to print the worksheet click the link:
http://oasis.qu.edu.qa/regapp/Banner/Reg_worksheet.pdf
2. If you could not register for any reason, contact your advisor or alternatively contact the Registration Office.
3. Agree on the courses that you are going to register next term "Spring 2008" with your advisor before registration.
4. The **maximum** number of registration attempts allowed per term is 100 attempts.

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1 How to Login to Student SSB

Click on "Enter Secure Area"

Enter Secure Area 

Apply for Admission

RELEASE: 7.4

Enter your university ID and your password (PIN) and then Press "Login".

Note: the password is the same password that you are using currently.

User ID:

PIN:

Note: The first time you login to the system, it will ask you to change the password, set your security question, and answer. You have to remember the new password.

Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

To change your password: Enter your old password, enter the new password and then press the "Login" button.

After that, you have to enter your personal Security Question, along with the Answer.

Enter Question:

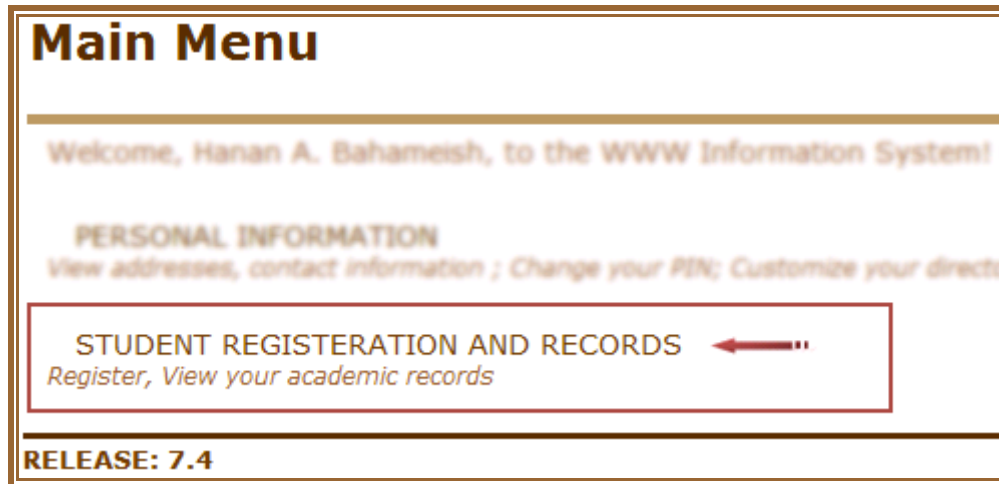
Answer:

Press the "Submit" button. You will be directed to the "Main Menu" Page.

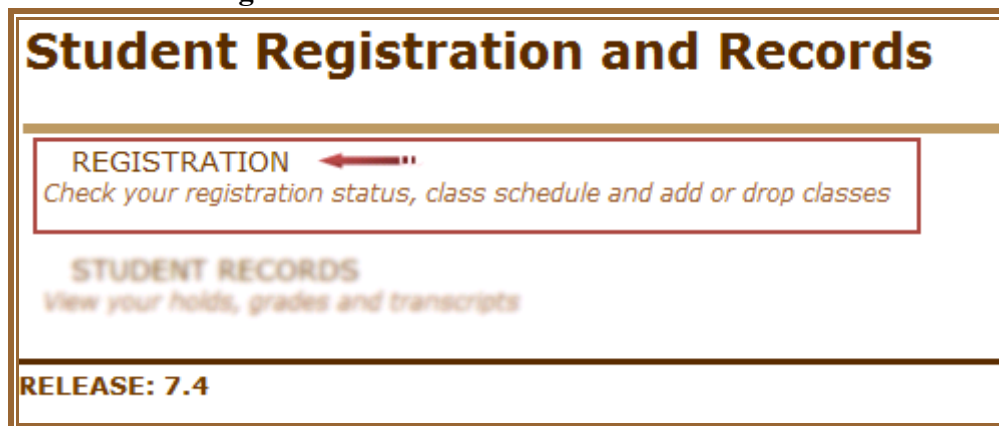
2 How to search and Register in Classes

In the "Main Menu" Page, Click the "Student Registration and Records" link

Note: This Manual will focus on the parts surrounded with red boxes.. The blurred parts will be explained in the next versions of the manual.



Then click the "**Registration**" link



In the "Registration Page", you can find the following essential links to complete your registration:

- 1) Select Term
- 2) Add or Drop Classes
- 3) Look up Classes
- 4) My Detailed Schedule
- 5) My Registration Status

You will find other links in this page. They will be demonstrated in the next version of the manual, which will be published at the QU website before the registration starts.

2.1 Select Term

First, select the intended term for registration. If no term is selected initially, any other page will prompt the selection of a term.

Registration

SELECT TERM ←

ADD OR DROP CLASSES

LOOK UP CLASSES

CHANGE CLASS OPTIONS

WEEK AT A GLANCE

STUDENT DETAIL SCHEDULE

REGISTRATION FEE ASSESSMENT

REGISTRATION STATUS

ACTIVE REGISTRATION

REGISTRATION HISTORY

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Select Term

Select a Term: Spring 2008 ▼

Submit

2.2 Add or Drop Classes

Registration

SELECT TERM

ADD OR DROP CLASSES ←

LOOK UP CLASSES

CHANGE CLASS OPTIONS

WEEK AT A GLANCE

STUDENT DETAIL SCHEDULE

REGISTRATION FEE ASSESSMENT

REGISTRATION STATUS

ACTIVE REGISTRATION

REGISTRATION HISTORY

RELEASE: 7.4

Add or Drop Classes

Info: To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the down list.

Add Classes Worksheet

CRNs

As image above shows, if you know the CRNs of the sections that you want to register in, enter them in the text boxes and Press "Submit Changes" in the Add or Drop Classes page.

Example: Nora is a student who wants to register in 2 courses in spring 2008.

Course No	Title	CRN
ACCT110	Financial Accounting	20805
HIST451	Modern And Contemporary History Of Qatar	20505

She writes the CRNs as the next image shows and presses "Submit Changes" button. The registered courses will be displayed.

Note: If any error in registration occurs, refer to the **Registration Errors Section, page 17** to get more information about it.

Add Classes Worksheet

CRNs

Add or Drop Classes

200553740 Haila A. Ali
Spring 2008
Jan 11, 2008 10:26 pm

To add a class, enter the Course Reference Number in the down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 11, 2008	None	20805	ACCT	110	L02	Undergraduate	3.000	Standard Letter	Financial Accounting
Web Registered on Jan 11, 2008	None	20505	HIST	451	L51	Undergraduate	2.000	Standard Letter	Modern And Contemporary History Of Qatar

Total Credit Hours: 5.000

Billing Hours: 5.000

Maximum Hours: 18.000

Date: Jan 11, 2008 10:26 pm

As the image above shows, you can use the Action Column to:

Drop the course at any time during Add/ Drop period by selecting "Web Drop".

Or drop the course after the Drop/Add period by clicking "Final Web Drop" which is activated only after the Drop/Add period. The fees will be calculated automatically and added to your account.

If you do not know the CRNs, you can click "Class Search" in the Worksheet page to search for classes. You will find the CRNs in the schedule. The next section will explain how to look up classes; you can also register for classes from that page.

2.3 Look Up Classes

Look Up Classes

You can search the schedule on the web by subject, course number, title, part of term, schedule type, campus, instructor, section time/day, if you need to search for a specific course or courses to add.

In order to perform a class search, click "Look Up Classes" from the Registration menu.

Registration

SELECT TERM
ADD OR DROP CLASSES
LOOK UP CLASSES ←
CHANGE CLASS OPTIONS
WEEK AT A GLANCE
STUDENT DETAIL SCHEDULE
REGISTRATION FEE ASSESSMENT
REGISTRATION STATUS
ACTIVE REGISTRATION
REGISTRATION HISTORY

To find sections offered in a specific term, select a term from the list beneath "Search by Term" as shown in the image below. To find sections offered within a specific date range, enter the date range beneath "Search by Date Range". Click the "Submit" button to proceed or click the "Reset" button to select another term or enter another date range.

Select Term or Date Range

200550293 Fatema S. Al-Atawneh
Jan 11, 2008 09:31 pm

Search by Term:

None
None
Spring 2008

Search by Date Range (MM/DD/YYYY):

From: To:

Submit Reset

To search for a section, you need first to choose at least one subject. You can minimize your search results by specifying Course Number, Title, Schedule Type, Credit Range, Campus, Course Level, Part of Term, Instructor, Start Time, End Time, and Days. For example, Fatma is a student whose major is English. She wants to search for the course ENGL 374. So she selects the subject English Language and Literature from the list of subjects, she enters the course number 374 in the Course Number field, and she selects the Campus Female from the list of campuses.

* Important Note:

- Always specify a campus when you are searching for sections. If you are a female student, select the Female campus. If you are a male student, select the Male campus. If you do not select a campus, the results may include a course in a different campus and you will NOT be allowed to
-

register in that campus. Only Master level female students will be allowed to register in Master courses offered in the Male campus.

- Full Time and Part Time sections are the same. Students can register in any section regardless of their student type: Full Time or Part Time.

After you have identified the criteria for your search, click the "Class Search" button at the bottom of the page to submit your search. Alternatively, click the "Reset" button to enter different search criteria.

Look Up Classes

200550293 Fatema S. Al-Atawneh
Spring 2008
Jan 12, 2008 06:26 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Curriculum & Teaching Methods
Dawa
English Language & Literature

Course Number: 374

Title:

Schedule Type: All
Internship
Lab

Credit Range: hours to

Campus: All
Female
Male

Course Level: All
Diploma
Foundation

Part of Term: All
Full Term
Non-date based classes only

Instructor: All
Aba Alzamat, Khalid
Abdel-Hady, Zakaryya

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

When you perform a Class Search, a list of courses that meet your criteria will be displayed, refer to the image below. The first column will show one of these values:

- Check box that will allow you to place a check by those courses you wish to add if it is your time to register.
- The letters NR if it is not your time to register.
- A letter C if the course is closed and cannot be added to your schedule.

The following columns provide information about the course to include:

1. CRN: Course Reference Number
2. Subj: Subject
3. Crse: Course Number
4. Sec: Section
5. Cmp: Campus
6. Cred: Credits
7. Title : Course Title

8. Days: Days in which the course is offered
9. Time: Times in which the course is offered
10. CAP :maximum capacity for a class which is determined by departments
11. ACT: actual number of students currently enrolled in the class
12. REM: number of remaining seats in a class
13. Instructor: course teacher
14. Date: the course will be taught in this period
15. Location: class location
16. Attribute: additional information about the course

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

English Language & Literature

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☒	20699	ENGL 374	L51 F			3.000	English Morphology	T	09:00 am-09:50 am	20	0	20	TBA	02/24-06/19	C04 0245	
								U	09:00 am-10:50 am				TBA	02/24-06/19	C04 0245	
☐	20700	ENGL 374	L52 F			3.000	English Morphology	MW	11:00 am-12:15 pm	20	0	20	TBA	02/24-06/19	C04 0245	
☐	20704	ENGL 374	L53 F			3.000	English Morphology	TU	09:00 am-10:50 am	20	0	20	TBA	02/24-06/19	C04 0201	
☐	20707	ENGL 374	L54 F			3.000	English Morphology	MW	11:00 am-12:15 pm	20	0	20	TBA	02/24-06/19	C04 0201	

200550293 Fatema S. Al-Atawneh
Spring 2008
Jan 13, 2008 09:42 am

Register
Add to WorkSheet
Class Search

From the class search results page, you can register for classes by clicking the "Register" button (see the image below), you can return to start a new search by clicking the "Class Search" button, or you can add the CRN to the WorkSheet by clicking the "Add to WorkSheet" button. You will see the page below after clicking Register.

Add or Drop Classes

200550293 Fatema S. Al-Atawneh
Spring 2008
Jan 11, 2008 10:36 pm

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 11, 2008	None 	20699	ENGL	374	L51	Undergraduate	3.000	Standard Letter	English Morphology

Total Credit Hours: 3.000

Billing Hours: 3.000

Maximum Hours: 18.000

Date: Jan 11, 2008 10:36 pm

Add Classes Worksheet

CRNs

You can also view registration restrictions and prerequisites by clicking the CRN in the search results page. You will see the following page:

Class Schedule Listing

Spring 2008
Jan 13, 2008

Sections Found

English Morphology - 20699 - ENGL 374 - L51

Associated Term: Spring 2008

Registration Dates: Jan 01, 2007 to Feb 28, 2008

Levels: Undergraduate

Female Campus

Lecture Schedule Type

Traditional Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	T	Main Women's Building	0245 Feb 24, 2008 - Jun 19, 2008	Lecture	TBA
Class	9:00 am - 10:50 am	U	Main Women's Building	0245 Feb 24, 2008 - Jun 19, 2008	Lecture	TBA

By clicking the course title, you will get another page with the restrictions and prerequisites at the bottom:

Detailed Class Information

Spring 2008
Jan 13, 2008

Detailed Class Information

English Morphology - 20699 - ENGL 374 - L51

Associated Term: Spring 2008
Levels: Undergraduate

Female Campus
Lecture Schedule Type
Traditional Instructional Method
3.000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	20	0	20

Restrictions:
Must be enrolled in one of the following Campuses:
Female

Detailed Class Information

Spring 2008
Jan 13, 2008

Detailed Class Information

Cell Biology - 20769 - BIOL 211 - L51

Associated Term: Spring 2008
Levels: Undergraduate

Female Campus
Lecture Schedule Type
Traditional Instructional Method
0.000 OR 3.000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	30	0	30

Restrictions:
Must be enrolled in one of the following Campuses:
Female

Prerequisites:
[BIOL 101](#)

2.4 My Detailed Schedule

My Detailed Schedule

You can view your schedule for the selected term.

In order to view your detailed schedule, click My Detailed Schedule from the Registration menu.

Registration

SELECT TERM
ADD OR DROP CLASSES
LOOK UP CLASSES
CHANGE CLASS OPTIONS
MY WEEK AT A GLANCE
MY DETAILED SCHEDULE ←
REGISTRATION FEE ASSESSMENT
MY REGISTRATION STATUS
ACTIVE REGISTRATION
REGISTRATION HISTORY

For each registered course, you can find the:

- Course title: English Morphology in the example below
- Course Subject and Number: ENGL 374 in the example below
- Section Number: L51 in the example below

In addition to information about the associated term, CRN, status, instructor, grade mode, credit hours, level, campus, and the scheduled meeting times.

My Detailed Schedule

200550293 Fatema S. Al-Atawneh
Spring 2008
Jan 12, 2008 06:36 pm

Total Credit Hours: 15.000

English Morphology - ENGL 374 - L51

Associated Term: Spring 2008
CRN: 20699
Status: **Web Registered** on Jan 12, 2008
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Female

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	T	Main Women's Building	0245 Feb 24, 2008 - Jun 19, 2008	Lecture	TBA
Class	9:00 am - 10:50 am	U	Main Women's Building	0245 Feb 24, 2008 - Jun 19, 2008	Lecture	TBA

Essay Writing - ENGL 376 - L51

Associated Term: Spring 2008
CRN: 20708
Status: **Web Registered** on Jan 11, 2008
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate

2.5 Registration Status

Registration Status page is very important because you can view your registration dates, holds, Academic standing to check if you are allowed to register in the specified term.

Registration

- SELECT TERM
- ADD OR DROP CLASSES
- LOOK UP CLASSES
- CHANGE CLASS OPTIONS
- MY WEEK AT A GLANCE
- MY DETAILED SCHEDULE
- REGISTRATION FEE ASSESSMENT
- MY REGISTRATION STATUS**
- ACTIVE REGISTRATION
- REGISTRATION HISTORY

RELEASE: 7.4

Registration Status

You may register during the following times

From	Begin Time	To	End Time
Feb 17, 2008	06:00 am	Feb 24, 2008	11:59 am

- ☒ You have no Holds which prevent registration.
- ☒ Your Academic Standing permits registration.
- ☒ Your Student Status permits registration.

Your Class for registration purposes is Freshman.

Earned Credit

Level	Type	Hours
Undergraduate	Transfer	0.000
Undergraduate	Institutional	17.000

- If you have a hold in your records, you will see the following message:



You have Holds which will prevent registration.

In this case, when you open Add/Drop Page, the following message will appear:

Add or Drop Classes



You may not add or drop classes due to holds on your record

- Your Student Status may prevent Registration, (Ex. Withdrawn, dismissed, etc.)
- Your Academic Standing may prevent registration (Final warning, dismissal, etc.)

In all cases, contact the Registration Office or your advisor for more details about the registration prevention.

3 Registration Errors

Error	Description	Action
CAMPUS RESTRICTION	This error means that the selected course is offered in a different campus(Male or Female)	Make sure that you select the section with the correct campus
PREQ and TEST SCORE-ERROR	This error means that you have not met the course and /or test score prerequisites.	Check that you have met the course pre-requisites. Visit the Registrar's Office to finalize your registration. To view course pre-requisites refer to section 2.3
LEVEL RESTRICTION	This error means that you tried to register in a course that is for another level (Undergraduate, Diploma, Master)	Make sure that you select the section with the correct level.
DUPLICATE CRN	This error means that you have entered a duplicate/repeated CRN .	Re-Enter the CRN correctly
TIME CONFLICT WITH (CRN)	This error means that you tried to register in two courses which are scheduled at the same time. The conflicting course CRN is displayed.	Select a different section or course that does not conflict with the sections already registered.
MAXIMUM HOURS EXCEEDED	This error means that the registered hours exceed your load for this semester.	Get permission to allow the overload.
CLOSED	This error means that the section is Closed	Select another Section
DUPL CRSE WITH SEC (CRN)	This error means that you have entered a CRN for a course that is already registered (different section).	Re-Enter the CRN correctly
COURSE NOT AVAILABLE FOR REGISTRATION AT THIS TIME	This error means that the selected course was cancelled.	Select a different course.
CRN DOES NOT EXIST	This error means that an invalid CRN was entered.	Re-Enter the CRN correctly
LINK ERROR	This error means that the course requires an additional CRN linked to lab/lecture or other course.	Select CRN that is linked to this course.
REPEAT COUNT EXCEEDS ZERO	This error means that the course was taken and passed in the past.	Contact the Registrar's Office for further information.
<i>Major Restriction</i>	This error means that the class is restricted to specific majors.	Get an approval from your department to override the restriction.
<i>Program Restriction</i>	This error means that this section is restricted to specific programs.	Get an approval from your department to override the restriction.

Registration Worksheet

You can use the following sheet to prepare for the registration, here is an example to do that:

	CRN					Course				Title	CR	Time		Days	Instructor	
						Subject	Number					Start	End			
1	2	0	8	0	5	ACCT	1	1	0	Financial Accounting	3	9:30	10:30	MW	Dr. Ahmad	
2																
3																
4																
5																
6																
7																
8																
Total Credit hrs																

Help and Support

College	Name	Phone	E-mail
Alserdal	Hana Al Shouli	2481	alserdal@qu.edu.qa
Alserdal	Marie Peñaranda	2762	alserdal@qu.edu.qa
Art and science	Ali Abdulhamid Khaldi	2812	aliaak@qu.edu.qa
Art and Science	Jamela Abood Ali	2336	j.ali@qu.edu.qa
Business & Economics	Maha Abo Zaid	1580	mzaid71@qu.edu.qa
Business & Economics	Maha Jasem Al-Thani	6092	m.jassim@qu.edu.qa
Business & Economics	Reem Abdullah Al-Aqili	6093	ralaqili@qu.edu.qa
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Education	Salwa Mohammed	2242	s.alishaq@qu.edu.qa
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Law	Fatma Ali Gullom Hussain	6061	fali80@qu.edu.qa
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Sharia	Sameera Abbas	6103	may111@qu.edu.qa